

REQUEST FOR USE OF SRJC Petaluma VEHICLE

DATES OF TRIP _____ DESTINATION _____
(City and County)

PURPOSE OF TRIP _____

Departure time from SRJC Petaluma: _____ AM ____ PM ____

Number of Passengers: _____

Arrival time back to SRJC Petaluma: _____ AM ____ PM ____

EQUIPMENT TO BE CARRIED: _____

DRIVER(S) OF CAR(S): _____ EXT: _____

I UNDERSTAND THAT ONLY AUTHORIZED DRIVERS ARE TO DRIVE SCHOOL VEHICLES, AND THAT NO SMOKING IS ALLOWED IN ANY DISTRICT VEHICLE. (REF. POLICY 4.11.4).

REQUESTED BY _____
Name/Debartment/Ext.

BUDGET CODE: _____
(Please check appropriate object code.)

_____ 5210 Conference/Travel-Staff
_____ 5220 Travel/Student
_____ 5230 Mileage Allowance
_____ 5610 Travel-Athletics
_____ 5620 Field Trips

APPROVED BY: _____
Department Chair/Coordinator/Date

Please Print Name

FOR OFFICE USE ONLY

Vehicle Assigned _____ Keys Returned _____

Credit Card Assigned: _____ Credit Card Returned _____

MILEAGE:

End						End					
Start						Start					
Total						Total					

VEHICLE NOT AVAILABLE – DEPARTMENT NOTIFIED _____

ALTERNATE SUGGESTION: _____